

Phone Quote Summary Form

Purchase Requisition #:

Or Purchase Order Number:

Or T&E Card Used:

Note: To document that a SBSB-certified Woman or Minority-owned supplier quote was obtained, phone quote documentation must include all of the following:

- Vendor Name and Address
- Delivery Dates and F.O.B. Point
- Name of Departmental Rep Receiving Quote
- Description of Goods or Services Required
- Name of Person Providing Quote
- Date Information was Obtained

	Vendor 1	Vendor 2	Vendor 3
Vendor Name and Address:			
Date Quote Obtained:			
Vendor Contact Person and Phone Number:			
Item Description	Quotation	Quotation	Quotation
TOTAL:			
Payment Terms (Net 30, etc):			
FOB (Destination/Ship Point):			
Delivery Date:			
Freight Charges:			
Freight Charges (Estimated):			

Quotes obtained by: